

## **CITY MANAGER**

The mission of the San José City Manager's Office is to provide strategic leadership that supports the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community's needs.

## CITY MANAGER

The Office of the City Manager (CMO) develops public policy, leads the organization, and manages City-wide service delivery. A key focus of the City Manager's Office has been providing leadership needed to support the organizational changes resulting from recent years' budget deficits. The administration also managed the City's Budget with over 110 budgeted funds in 2014-15.

The CMO worked to engage members of the community by holding 10 meetings throughout the City to gather input for the development of the annual budget and 13 meetings of the Neighborhoods Commission. The CMO responded to or coordinated 795 public records requests, 80 percent of which received a response within 10 days (the initial time limit set by the California Public Records Act).

The CMO assists the City Council in the legislative process by developing the legislative agenda and providing staff reports. In 2014-15, the Office approved 575 staff reports for City Council consideration, assigned about 65 referrals from the City Council, and issued over 100 information memoranda.

Operating expenditures totaled \$11.8 million\* in 2014-15, an 18 percent increase from the prior year and an increase of 42 percent from ten years ago. Staffing in 2014-15 totaled 66, up from 59 in 2012-13 and from 64 ten years ago.

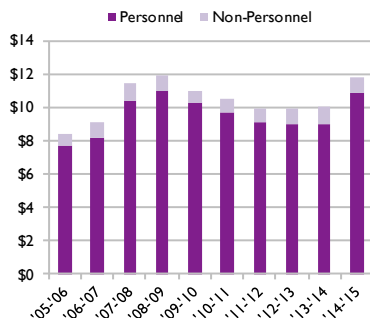
\*The CMO also oversaw \$16.9 million in Citywide expenditures, including \$13.7 million for a Successor Agency legal obligation subsidy, and \$1.6 million for Public, Education, and Government (PEG) Access Facilities capital expenditures.

### Functions of the City Manager's Office:

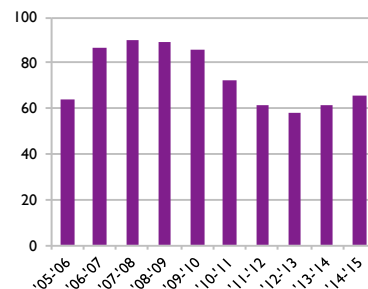
- **Budget** - Develops and monitors the operating and capital budgets for the City of San José, providing fiscal and operational analysis and ensuring the fiscal health of the organization. More than 10 major documents are produced annually related to these activities.
- **Employee Relations** - Negotiates labor contracts, encourages effective employee relations, and supports a positive, productive, and respectful work environment.
- **Policy Development** - Provides professional expertise and support to the City Council in the formulation, interpretation, and application of public policy.
- **Intergovernmental Relations** - Monitors, reviews, and analyzes state and federal activities with an actual or potential effect on the City; advocates on state and federal issues of concern to the City; and manages the sponsorship of and advocates for City-sponsored legislation.
- **Communications** - Provides point of contact with the media on Citywide issues, manages CivicCenterTV San José operations including videotaping of Council and Council Committee meetings, oversees the City's website, and coordinates the City public records program.
- **Agenda Services** - Works with the City Attorney's Office and the City Clerk's Office to develop weekly and special City Council/Rules and Open Government meeting agendas and oversees the development of agenda for other Council Committees to ensure compliance with the Brown Act and City open government policy.

\*The Office of Economic Development is under the CMO department, but is shown in a different chapter.

**City Manager Operating Expenditures (\$millions)**



**City Manager Authorized Positions**



Note: the CMO began including Strong Neighborhood Initiative funds in FY 2007-08 and staff in FY 2006-07.

### NATIONAL CITIZEN SURVEY™

**13%** of San José residents visited the City of San José website (at [www.sanjoseca.gov](http://www.sanjoseca.gov)) more often than twice a month

**10%** of San José residents used the City's website to conduct business or pay bills more often than twice a month

Note: In 2014, the first statement, above, had a change to its answer options methodology and the second statement was newly introduced to the National Survey™.